

Civic Center Community Room and Lawn Rental Agreement



In conjunction with renting the Civic Center Community Room, I agree to the following:

Rental Time:

- I understand that no one in my party (including entertainers, caterers, volunteers, etc.) is allowed access to the room, patio, or lawn prior to the start of my rental time or without prior approval.
- I understand that all members of my party (including entertainers, caterers, volunteers, etc.) must be cleaned up and out of the room by my stated rental end time.
- I understand I will be additionally charged for any amount of time I or anyone associated with my rental uses the facility before and/or after the times on my reservation request form.

Cleaning & Damage Assessment:

- I understand that either I or the caterer are responsible for cleaning all appliances and surfaces of the Civic Center Community Room kitchen following my event
- I understand that all trash must be put into trash cans and not left on the floor, patio, and lawn.
- I understand that the final cleanup/damage assessment will be completed within five business days after my rental, and I will be given notice at this time whether or not my security deposit will be charged or returned.

Other:

- I understand any alcohol on facility grounds during a special event without prior approval will result in immediate termination of the event and possible police involvement
- I understand event staff is onsite during my event to setup facility tables and chairs and provide assistance in an emergency. Additional needs (food service, decorating, cleaning, etc.) are my responsibility.
- I understand if I choose to use any professional services (DJ, florist, entertainment, event supplies, etc.), I must provide their contact information within 30 days of the event.
- I understand there is a sole caterer 24 Carrots that will provide ALL catering and party rentals for my event.
- I agree to not use nails, glue, tape, glitter, petals of any kind (real or fake), and/or confetti
- I understand the use of candles requires prior approval.
- I understand that failure to comply with the above rules as well as the Facility Use Agreement may result in the forfeiture of my security deposit and/or termination

Renter's Name: _____

Renter's Signature: _____

Date: _____